

COUNCIL AGENDA: 12-07-04

ITEM:

5.3

## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Katy Allen  
Sara L. Hensley

**SUBJECT:** ROOSEVELT COMMUNITY  
CENTER – MULTI-SERVICE

**DATE:** 12-02-04

Approved

Date

12-3-04

Council District: 3

SNI: Five Wounds/  
Brookwood Terrace

### REASON FOR ADDENDUM

In order to maintain the schedule for this project, staff requests Council approval at its December 7, 2004 meeting.

### RECOMMENDATION

Approval of an agreement with Group 4 Architects, Research and Planning, Inc. for consultant design services for the Roosevelt Community Center – Multi-Service Project in an amount not to exceed \$1,798,887 from the date of execution of the agreement to December 31, 2008.

CEQA: Mitigated Negative Declaration, PP03-12-397.

### BACKGROUND

In November 2000, voters approved the Safe Neighborhood Parks and Recreation Bond measure that created funding for various park and recreation improvement projects. Included among the funded projects is the expansion of Roosevelt Community Center.

The existing Roosevelt Community Center is located in Roosevelt Park within a residential and commercial business area. The existing community center and park site is bordered by San José Academy to the north, 20<sup>th</sup> and 21<sup>st</sup> Streets to the east, East Santa Clara Street to the south and Coyote Creek to the west (map attached).

Council approved an amendment to the Roosevelt Park Master Plan in January 2004. The amendment builds on previous planning efforts, notably the 1994 Roosevelt Park Master Plan and the 2002 Five Wounds Brookwood Terrace Neighborhood Improvement Plan, developed as part of the Strong Neighborhoods Initiative. The Master Plan Amendment shows replacement of

the existing community center building with a new, larger facility, approximately 40,000 square-feet in size.

The project will include a new community center building along with adjacent related site and landscaping improvements.

The project is funded to begin design in FY04-05. Staff recommends the retention of Group 4 Architects, Research and Planning, Inc. to provide design services for this project.

### **ANALYSIS**

Staff conducted the architectural consultant selection process in accordance with the Department of Public Works Consultant Selection Policy as well as the Local Business and Small Business Preference Ordinance. A Request for Qualifications (RFQ) was issued in May 2004. From a list of 85 pre-qualified architectural firms, 21 firms responded to the RFQ. Six firms out of the 21 were selected to be interviewed. On July 26, 2004, interviews were conducted by a panel consisting of Public Works and the Parks, Recreation and Neighborhood Services Department staff along with three panel members from outside the City. Group 4 Architects, Research and Planning, Inc. was recommended by the panel to perform the consultant services for the Roosevelt Community Center – Multi-Service Project.

The scope of services of the recommended agreement includes architectural programming, conceptual design, schematic design, design development, construction documents, bidding and award, construction administration, record documents and project close-out. Staff has negotiated a fee of \$1,690,387 for the basic services, which is considered reasonable for the level of service. The agreement also provides for \$100,000 for additional services. With Council approval of the agreement, the architect is scheduled to start work on the project in December 2004.

Given the limited duration of this, and other capital bond program projects, it has been the practice of DPW to employ a system of collaborative partnering with outside consultants in the design and delivery of these projects. Due to the volume of concurrent projects, DPW does not have the ability to do all projects in-house. Based on the expectations and goals for this project, the current workload of qualified staff, and the expected schedule for this project within the overall Parks Bond Program, staff has concluded that the proposed consultant contract balances City resources and project goals. This strategy avoids the need to add or eliminate large numbers of professional staff, as the overall capital program staffing needs increase or decrease. In the event of overall workload fluctuations, staff has incorporated into this and all other consultant contracts, the ability to terminate the contract and bring work back in-house as qualified staff availability allows.

### **PUBLIC OUTREACH**

A letter was sent to all of the 85 firms on the list of pre-qualified architectural consultants notifying them of the Request for Qualifications posted on the City's Internet Bid Line. The conceptual design, schematic design and design development scope of work will include community outreach.

### **COORDINATION**

This agreement and memorandum have been coordinated with the Departments of Parks, Recreation and Neighborhood Services, Planning, Building and Code Enforcement and Finance, the City Manager's Budget Office and the City Attorney's Office.

### **COST IMPLICATIONS**

1. AMOUNT OF RECOMMENDATION: \$ 1,798,887
2. COST OF PROJECT:

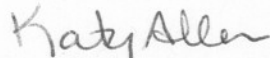
Consultant Base Compensation	\$ 1,690,387
Consultant Additional Services Reserve	108,500
Design Management	<u>500,000</u>
Total	2,298,887
3. SOURCE OF FUNDING: 471- Parks and Recreation Bond Projects Fund
4. FISCAL IMPACT: This project is consistent with Council-approved Budget Strategy Economic Recovery section in that it will help to stimulate the economy. The newly constructed Roosevelt Community Center will have a net annual operating and maintenance impact of \$702,000 starting in 2007-2008.

**BUDGET REFERENCE**

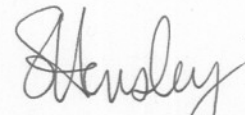
Fund #	Appn #	Appn Name	RC	Total Appn	Amt for Contract	2004-2005 Adopted Capital Budget	Last Budget Action (Date, Ord. No.)
471	4789	Roosevelt Community Center – Multi-Service	128871, 128873, 128875	\$2,536,000		Page V - 917	10/12/04, Ord. No. 27267
		<b>TOTAL</b>		<b>\$2,536,000</b>			

**CEQA**

Mitigated Negative Declaration, PP03-12-397.



KATY ALLEN  
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SARA L. HENSLEY  
Director, Parks, Recreation  
and Neighborhood Services





ROOSEVELT PARK  
LOCATION MAP  
NO SCALE